

## Statement Of Work - Ammunition Data Cards

### STATEMENT OF WORK - AMMUNITION DATA CARDS

Ammunition Data Cards shall be prepared in accordance with MIL-STD-1168 and shall follow the format required by the worldwide web application identified as WARP or Worldwide Ammunition-data Repository Program. Additional details on WARP are provided below. Prior to gaining Access to WARP, contractor/facility personnel involved in the preparation of ammunition data cards shall obtain a user name and password for the Army Electronic Product Support (AEPS) network. Instructions and help for obtaining access to AEPS are provided below:

#### AEPS Access Procedures

The Army Electronic Product Support (AEPS) is a Department of Defense logistics website. Entering AEPS will allow you access to the SECURED AREA of the Army Electronic Product Support Network. A username and password are required to enter this area. Only authorized DOD personnel and contractors with current active contracts with DOD will receive access into the AEPS website. If you have a requirement for the AEPS website, you must fill out and submit the AEPS Access Request Form found at the following web address:

<http://aeps.ria.army.mil/aepspublic.cfm>.

You must click on "Access Request Form" and continue through the steps until completion and click on SUBMIT. You are required to provide a supervisor name, email and phone number if you are a DOD civilian or military. Government contractors are required to provide CAGE Code, Contract Number and COR/COTR with "Government" email address. All requestors must provide their Information Assurance Security Officer's (IASO) (formerly ISSO) name, e-mail, DSN phone and commercial phone.

After submitting the request, your supervisor/COR/COTR will be emailed a copy of your request and will be asked to verify your information before a user ID will be issued. AEPS User ID and AEPS Login Name mean the same. Your supervisor must REPLY back to the e-mail providing the following:

- o Approval? (YES/NO)
- o Supervisor Name
- o Supervisor E-mail

- o Supervisor Phone

The COR/COTR must also provide the same information stated above in his/her REPLY plus also provide the Contract Expiration Date (format - MM/DD/YYYY).

Upon notification from your supervisor/COR/COTR, you will be emailed an AEPS User Login Name and instructions for logging into the AEPS Website. You will use the AEPS Password that you assigned to yourself when you filled out the access request form.

Once you gain access to the AEPS website, you can change your personal information when needed to keep your file current.

#### AEPS HELP-DESK and Problem Reporting Procedures

Reporting Problems - The AEPS Help Desk has several means of reporting problems:

- o Call 1-888-LOG-HELP (1-888-564-4357) to speak to an AEPS representative
- o Contact the AEPS Help-Desk at Comm. (309) 782-0699 or DSN 793-0699 or (309) 782-1426 or DSN 793-1426
- o Contact the AEPS Help-Desk by FAX: (309) 782-1426 or DSN 793-1426
- o Contact the AEPS Webmaster by Email: Webmaster (martinj2@ria.army.mil)

Each phone call, email or fax is handled in a prompt and courteous manner. Responses to problems are provided by phone and/or email.

Other means to help assist you in identifying your problems can be found on the AEPS Help Section at web link

<http://aeaps.ria.army.mil/help.cfm>

Here you will find Questions and Answers by clicking in either of the two FAQ subcategories reflected under the HELP tab.

- o FAQs - AEPS Access Request Process or
- o SSL FAQs - Secured Socket Layer

You may also check out our new Frequently Asked Questions (<https://aeps.ria.army.mil/aepsqa.cfm>) page to get answers on access problems as another means of assistance.

The AEPS Help Section screen <http://aeps.ria.army.mil/help.cfm> also reflects two other topics that can be clicked on to provide further assistance:

"Password Problems" or "Request Status" at

<https://aeps.ria.army.mil/request/info/UserScreen.cfm>

"Ask The AEPS Public Help Knowledge Base" at

<http://aeps.ria.army.mil/help/aepshelpmain.cfm>

### Worldwide Ammunition-data Repository Program (WARP)

Once you have obtained an AEPS user name and password allowing entry to the secured area of AEPS you can access the WARP application by scrolling to the bottom of the list of AEPS applications. The WARP opening main page and all subsequent pages contain multiple navigational aids to guide you through the process of inputting information necessary for creating a new ammunition data card. An online users manual will provide additional help in the development of an ammunition data card and it is recommended that you download and read the users manual prior to inputting your initial data card. The user's manual also contains screen shots, which depict what the inputter will see during the ADC input process.

### Ammunition Data Card Input

ADC input allows current contractors and government facilities the capability to create, and submit for approval, ADCs which meet the format requirement of MIL -STD-1168B. ADCs are automatically forwarded to the respective Governmental Agency Responsible for Acceptance (GARA). The GARA, in most cases the Defense Contract Management Agency (DCMA) Quality Assurance Representative (QAR), reviews contractor input for accuracy and completeness, and after updating the disposition code for the specific lot, submits the ADC to the database. The inputter is granted access only to ADCs identified with its specific manufacturing code, as identified in MIL-HDBK-1461A, Manufacturer's Symbols. The use of previously inputted ADCs through the TEMPLATE option, significantly reduces input effort, while increasing accuracy and consistency of data.

### Email Notification

WARP provides immediate, automated notification to process participants when actions are required. When the producer has completed an ADC submission, an e-mail message is routed to the GARA advising that an ADC is awaiting review and approval. If the GARA approves the ADC as submitted, the ADC is released to the database and an e-mail, with approved data card, is routed back to the originator. If the ADC requires modification or correction to be in accordance with MIL -STD-1168B requirements, an e-mail is provided to the ADC originator advising that corrective action is required prior to approval.

### Information Updates

It is important that the System Administrators are apprised when a producer receives a new contract. The producer shall notify OSC-WARP@osc.army.mil within 30 days after receipt of a new contract. Information to be included shall be the contract number, item, GARA, manufacturer's identification symbol and the names of the individuals who will be inputting ADCs into the system. If you are a new producer and do not have a manufacturer's identification symbol, you can obtain one by sending an e-mail to OSC-WARP@osc.army.mil. The e-mail must include manufacturer's name, address where performance of the contract will take place, and a point of contact.